About Second Harvest of Silicon Valley
Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger and is one of the largest food banks in the nation. The organization distributes healthy groceries through a network of 310 partners at 1,000 sites in Santa Clara and San Mateo counties. Due to the prohibitively expensive cost of living in Silicon Valley, hunger is at an all-time high as more and more families are forced to sacrifice nutritious food for housing. Second Harvest is helping to keep people healthy by providing enough nutritious food for more than 58 million meals a year — half of which is fresh produce. Second Harvest also connects people to federal nutrition programs and other food resources, and advocates for anti-hunger policies on the local, state and national levels. To learn more about how Second Harvest is building a hunger-free community, visit shfb.org.

About the position
This position will perform, under general supervision, work that requires knowledge, training and experience in the accounting field. The main duties will be to support the functions and responsibilities of the Accounts Receivable Manager. Other duties may also include support of the month-end closing process and annual audit preparation.

Primary responsibilities
1. Accounts receivable process
   a. Timely importing, editing and posting revenue batches. Including, reviewing and correcting any general ledger coding and reconciling payment variance with payee
   b. Create billing for cluster billing and Oakland Pallets
   c. Research and resolve discrepancies for outstanding accounts receivable aging and maintain the aging report under 45 days
   d. In-kind tracking and management which includes car donations/1098-C forms

2. Grant management duties
   a. Preparing expenditure reports and billings for USDA, CAFB, and counties monthly/quarterly/semi-annually.
   b. Follow up with contact deliverables with program manager to ensure they are properly captured
   c. Responsible for managing, tracking and coding grants from government entities
   d. Updating Smartsheet with details of grant allocation, designation and expenditure status. Also tracking the usage of designated revenue
   e. Working with appropriate staff in executing agreements with grantors

3. Monthly account reconciliation
   a. Raiser's Edge verses Ceres reconciliation, which includes adjustment spreadsheet
b. Gift card reconciliation
c. Monthly tracking and reconciliation of stock donation GL1320
d. Reconciliation of temporary restricted accounts
e. Aging account reconciliation
f. Assist with monthly bank account reconciliation process

4. Overseeing cash receipts processing
   a. Daily counting and reconciling of all monies including those that arrive at the agency via the U.S. Mail, over the counter, through the warehouse/dock, from drivers, from San Carlos and hand-delivered by agency staff. Working with appropriate agency staff or bank to resolve any cash discrepancies
   b. Batching of all donations and fees. Specifically, determine categorization of donations and fees into the appropriate batch types
   c. Utilizing various donor software (SONAR and Raiser’s Edge) to properly code and batch donations. Working closely with development staff to improve the batching process. Maintaining a well-organized record of agency deposit information
   d. Timely depositing of all donations and fees
   e. Help supervise, train and oversee agency staff and volunteers in cash receipting process during the annual food drive months (May, June, November, December and January) and ensure data accuracy
   f. Furnishing development with required information regarding donations and donor correspondence. Regularly communicating with development staff of any issues and concerns
   g. Processing credit cards, EFTs, in-kinds and gift certificate donations

5. Additional responsibilities
   a. Ownership of the storage room. Maintain files, update scanned batches in the system. This includes mail merging any additional paperwork to existing files and ordering supplies from the bank
   b. Ownership of dock receipts. Ensure all receipts were received monthly; timely order of supplies. Reconciliation for dock receipts is monthly
   c. Maintain accounts receivable procedures and documentation
   d. Perform other duties as assigned by the Revenue Manager to complete agency goals and objectives
   e. Assist with year-end audit schedules
Position Announcement
Revenue Accountant

Minimum qualifications

- BA preferred in business administration with emphasis in accounting; or minimum of four years of paid experience in the accounting profession
- Outstanding computerized accounting and spreadsheet software skills required
- Experience with Navision accounting system preferred
- Demonstrated ability to organize, plan and carry out activities independently to meet specific timelines with proven record of accuracy in completing and reviewing data
- Ability to work and interact constructively with individuals (agency staff and volunteers) from a variety of socioeconomic backgrounds in a culturally diverse work environment.
- Ability to perform duties in accordance with Second Harvest of Silicon Valley's Safety Policies and Injury Prevention Program

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<thead>
<tr>
<th>Reports To</th>
<th>Revenue Manager</th>
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<tbody>
<tr>
<td>Schedule</td>
<td>Full-time, Monday through Friday. Some weekends and evenings required.</td>
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<tr>
<td>Compensation &amp; Benefits</td>
<td>Competitive salary commensurate with experience. Generous benefits provided including medical, dental, vision and life insurance. Flexible Time Off (FTO), ten paid holidays/year, and excellent retirement savings plan.</td>
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<td>Location</td>
<td>San Jose, CA. This position is based at the Cypress Center in San Jose and may occasionally require off-site work throughout San Mateo County and/or Santa Clara County.</td>
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